



FIRE FIGHTER I AND II CERTIFICATION PROGRAM

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MISSION

The mission of the Division of Fire Safety is to provide fire and life safety enforcement and education to all citizens so they receive the highest quality of services to ensure safety and a sense of well being.



FIRE FIGHTER I AND II CERTIFICATION PROGRAM

CERTIFICATION PROCESS

The guidelines for the state certification program are designed to ensure the following: accountability, consistency, and credibility of instruction, testing, and certification of fire fighters in the State of Missouri.

Goals of the Certification Program:

1. To raise the level of fire protection for the State of Missouri.
2. To improve training and education for the fire service of Missouri.
3. Establish minimum basic training standards for fire protection personnel.
4. Issuance of certificates to persons who complete requirements for certification and pass the required state examinations.
5. To maintain records of persons who have attained state certification.

Fire Fighter Certification is provided through the Missouri Department of Public Safety, Division of Fire Safety. The Missouri Division of Fire Safety shall certify fire fighters based on a combination of requirements and qualifications.

The Missouri Division of Fire Safety subscribes to the policy of nondiscrimination in areas of race, color, religion, sex, age, national origin, and the handicapped. Entry level qualifications are reviewed to ensure that each applicant meets the specified requirements.



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Fire Fighter Certification

Fire Fighter I training and certification is intended to be the basis of all future fire fighter certification programs. No fire fighter shall attain higher fire fighter state certification without first completing an approved Fire Fighter I course. Applicants seeking certification as a Fire Fighter II, must first show documentation of having met the requirements for Fire Fighter I certification according to NFPA Standard 1001-2002.

Certification is granted to those individuals who meet the required qualifications and successfully pass the certification examination. The requirements for Fire Fighter I & II are based on the *Standard for Fire Fighter Professional Qualification*, NFPA 1001-2002. All qualifications must be met and documentation supplied to the Division of Fire Safety prior to admission to the examination. Applicants have one year from the time of course completion to complete the certification process.



FIRE FIGHTER I AND II CERTIFICATION PROGRAM

I. Applicants General Requirements for Fire Fighter I. Certification

Certification as Fire Fighter I will be issued to those individuals who have met the following guidelines and **provided documentation verifying:**

- A. Applicants born after June 1, 1972 must possess a high school diploma or a G.E.D. certificate. Applicants born prior to June 1, 1972 may present a letter of competence from the Chief of their department in place of a high school diploma or G.E.D. certificate.
- B. Applicant must be a current resident of Missouri or employed with a fire department within the state.
- C. Be at least 18 years of age.
- D. Possess a valid Missouri drivers license.
- E. Have successfully completed an approved Missouri Fire Fighter I training program and provided verification of completion.
- F. Have successfully completed a Hazardous Materials Awareness Class and be certified to the Awareness level. This class must meet the requirements of NFPA 472-2002, *Standard on Professional Competence of Responders to Hazardous Materials Incidents*.
- F. The candidate must meet the medical and physical fitness requirements to perform the task of fire fighter as determined by the authority having jurisdiction.
- G. Attain a minimum score of 70% on the state certification written examination and must successfully complete all practical skills tested on the State practical skills examination.



FIRE FIGHTER I AND II CERTIFICATION PROGRAM

II. Applicants General Requirements for Fire Fighter II Certification

Certification as Fire Fighter II will be issued to those individuals who have met the following guidelines and **provided documentation verifying:**

- A. Applicants born after June 1, 1972 must possess a high school diploma or a G.E.D. certificate. Applicants born prior to June 1, 1972 may present a letter of competence from the Chief of their department in place of a high school diploma or G.E.D. certificate.
- B. Applicant must be a current resident of Missouri, or employed with a fire department within the state.
- C. Be at least 18 years of age.
- D. Possess a valid Missouri drivers license.
- E. Documentation of certification as a Missouri Fire Fighter I to NFPA 1001-2002 Standard. (Documentation is not necessary if attending a combined Fire Fighter I & II course)
- F. Have successfully completed an approved Missouri Fire Fighter II training program and provided verification of completion.
- G. Have successfully completed a Hazardous Materials Operational Class and be certified to the Operational level. This class must meet the requirements of NFPA 472-2002, *Standard on Professional Competence of Responders to Hazardous Materials Incidents*.
- H. The candidate must meet the medical and physical fitness requirements to perform the task of fire fighter as determined by the authority having jurisdiction.
- I. Attain a minimum score of 70% on the state certification written examination and must successfully complete all practical skills tested on the State practical skills examination.



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III. Application for Practical Skills Testing

Departments must apply for practical skills testing in advance by completing the "Application for Practical Skills Test Date" form and submitting to the Division of Fire Safety at least 30 days prior to the requested test date.

IMPORTANT: Individuals arriving at the practical skill certification test with facial hair that comes into contact with the SCBA face piece will not be allowed to test. Exam evaluators have the authority to deny testing (and the Division expects them to do so) to these individuals. Ref: NFPA 1500.

IV. Application for Written Testing for Fire Fighter I Certification

The following information must be **attached** to the candidate's application for testing:

- A. A fully completed "Fire Fighter Application for Testing and Certification"
 - 1. Part I - to be completed by Applicant
Stating name and personal information.
 - 2. Part II - to be completed by the Lead Instructor
Indicating current attendance of Fire Fighter I course.
 - 3. Part III - to be completed by Chief of the Department, attesting that the candidate meets the medical and physical fitness requirements to perform the tasks of a fire fighter as determined by the authority having jurisdiction.
- B. Copy of diploma, G.E.D. certificate or a letter of competency.
- C. Copy of valid Missouri drivers license.
- D. Complete an "Authorization for Release of Information" form (enclosed).
- E. Individuals may apply for testing and in turn will be notified of the next test date and the location by the Division of Fire Safety.



FIRE FIGHTER I AND II CERTIFICATION PROGRAM

V. Application for Written Testing for Fire Fighter II Certification

The following information must be **attached** to the candidate's application for testing:

- A. A fully completed "Fire Fighter Application for Testing and Certification"
 - 1. Part I - to be completed by Applicant
Stating name and personal information.
 - 2. Part II - to be completed by the Lead Instructor
Indicating current attendance of Fire Fighter II course.
 - 3. Part III - to be completed by Chief of the Department, attesting that the candidate meets the medical and physical fitness requirements to perform the tasks of a fire fighter as determined by the authority having jurisdiction.
- B. Copy of diploma, G.E.D. certificate or a letter of competency.
- C. Copy of valid Missouri drivers license.
- D. Complete an "Authorization for Release of Information" form (enclosed).
- E. Individuals may apply for testing and in turn will be notified of the next test date and the location by the Division of Fire Safety.



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VI. Application for Written Testing for Combined Fire Fighter I and II Certification

The following information must be **attached** to the candidate's application for testing:

- A. A fully completed "Fire Fighter Application for Testing and Certification"
 - 1. Part I - to be completed by Applicant
Stating name and personal information.
 - 2. Part II - to be completed by the Lead Instructor
Indicating current attendance of Fire Fighter I and II course.
 - 3. Part III - to be completed by Chief of the Department, attesting that the candidate meets the medical and physical fitness requirements to perform the tasks of a fire fighter as determined by the authority having jurisdiction.
- B. Copy of diploma, G.E.D. certificate or a letter of competency.
- C. Copy of valid Missouri drivers license.
- D. Complete an "Authorization for Release of Information" form (enclosed).
- E. Individuals may apply for testing and in turn will be notified of the next test date and the location by the Division of Fire Safety.



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VII. Practical Skills & Written Certification Test Requirements

- A. Successful completion of all practical skills listed in the student's Practical Skills Booklet.
- B. Successful completion of an approved course with a minimum score of 70%.
- C. Candidate must score 70% or better on State written examination. The exam consists of 100 multiple-choice questions for each level of certification. Each question is referenced to one or more of the following sources: NFPA 1001; Missouri Division of Fire Safety Fire Fighter I & II curriculum; IFSTA's *Essentials of Firefighting*, 4th Edition; or *First Responder*, 5th edition, J. David Bergeron and Gloris Bizjak, Brady Prentice-Hall, Upper Saddle River, N.J., 1999.

Sample Test Question

- 1. The clove hitch is essentially:
 - a. a half-hitch
 - b. two half hitches
 - c. three loops like half-hitches
 - d. a half hitch with a safety.

- D. Must successfully demonstrate all practical skills tested on State practical exam. All of the practical skills required to meet NFPA 1001-2002 are eligible to be tested during the Practical Skills exam. Practical Skills will be tested in a sequence format chosen by the class from a sealed envelope. A student is allowed two attempts to successfully demonstrate a given skill. If a student fails one particular skill, after having two attempts, he or she fails the entire practical skills exam.
- E. In the event of failure:
 - 1. A candidate who has failed the written exam may retest at a later date. Candidate failing a written exam may schedule a retest 14 days after receipt of notification of the failure. Candidate may retest during an approved Department's scheduled exam or with the Division of Fire Safety. A different version of the exam will be administered. Application for retesting must be made within one year of course completion.



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2. Should the candidate fail the written test a second time, he or she will be required to take an approved Fire Fighter I and/or Fire Fighter II course before being allowed to take another test for the same certification level. The student will be required to test both written and practical exam for the failed certification level.
3. Should the candidate fail the practical exam, he or she will be required to take an approved Fire Fighter I and/or Fire Fighter II course before being allowed to take another test for the same certification level. The student will be required to test both written and practical exam for the failed certification level.

VIII. Applying for Fire Fighter I and/or Fire Fighter II Equivalency/Reciprocity

All Equivalency/Reciprocity applications and supporting documents submitted to the Division of Fire Safety must be reviewed and approved prior to pursuing Missouri State Certification.

RECIPROCITY

Certificates by other IFSAC accredited entities shall be considered for equivalency to Missouri certification. Applicants possessing IFSAC accredited certification must submit an application for equivalency/reciprocity, an authorization for release of information, and copy of their certificate, clearly indicating the international certification registry number. These individuals must meet all of the General Requirements for Certification as outlined in Section I and II of this booklet.

EQUIVALENCY

All individuals applying for certification by the Division of Fire Safety, having training or certification from another state or training entity not accredited by IFSAC must submit an application for equivalency/reciprocity, an authorization for release of information, and any supporting documentation for the level of which he/she is seeking state certification. If approved to pursue state certification, the individual will also be required to take and successfully complete all required practical skills, if applicable, and pass the Division of Fire Safety's Certification Examination. These individuals must meet all of the General Requirements for Certification as outlined in Section I and II of this booklet.

To apply for equivalency/reciprocity, please contact the Division at 573-751-2930 or visit our website at www.dfs.dps.mo.gov to download Equivalency/Reciprocity application and authorization for release of information.



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IX. Saving Clause

The qualifications developed in this program shall not be used to render invalid any rank, qualification or appointment acquired prior to the adoption of this program.

X. Suspension, Revocation, or Denial

The Director of the Division of Fire Safety may suspend, revoke, or deny certification to anyone when it is found that the individual:

- A. Has knowingly made a material misrepresentation of any information required for certification at any level offered by the Division of Fire Safety.
- B. Has knowingly by any means of false pretense, deception, fraud, misrepresentation or cheating, obtained training or certification.
- C. Has been convicted of or pleaded guilty to a felony.
- D. Fails to achieve a score of 70% on the Division of Fire Safety certification exam or pass all of the required practical skills.



XI. Appeal Process

Upon the revocation or denial of a certification level, the decision may be appealed in writing to a Board of Appeals within 45 days of the date of the revocation or denial letter.

The Appeal Board will be made up of the following:

State Fire Marshal, Missouri Division of Fire Safety

Director, Missouri Fire & Rescue Training Institute

A representative of the Missouri Department of Public Safety appointed by the Department Director.

The Appeal Board may elect to:

1. Deny the appeal without action
2. Make a recommendation to the Director of the Division of Fire Safety from the written appeal
3. Hold an informal appeal hearing with the individual revoked or denied certification

The Appeal Board shall notify the Director of the Division of Fire Safety and the individual submitting appeal within 90 day of receipt of the appeal.

Failure of any state certification exam **SHALL NOT** be grounds for an appeal.

MISSOURI DIVISION OF FIRE SAFETY
P.O. Box 844
Jefferson City, MO 65102



FIRE FIGHTER APPLICATION
For Testing and Certification

Part I - To be completed by applicant. PRINT LEGIBLY

Name: _____
(Last) (First) (Middle)

Date of Birth: _____ Social Security No.: _____

Home Address: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: (Day) _____ (Evening) _____

Email Address: _____

Fire Department/Agency: _____ FDID: _____

Business address: _____

City: _____ State: _____ Zip: _____ County: _____

Signature: _____ Date: _____

Part II - To be completed by lead instructor.

It is hereby confirmed that the above applicant is attending an approved course on:

☐ Fire Fighter I ☐ Fire Fighter II ☐ Fire Fighter I & II

Location: _____

Signature: _____ Date: _____

Testing will be scheduled by the Division of Fire Safety and the department requesting testing.

Part III - To be completed by applicants Fire Chief.

I certify that the above applicant meets the physical requirements set down by the
_____ to perform the duties of fire fighter.
(Authority Having Jurisdiction)

Signature: _____ Date: _____

**COMPLETED APPLICATION AND SUPPORT DOCUMENTATION MUST BE SUBMITTED NO LATER THAN
14 DAYS PRIOR TO TEST DATE**

MISSOURI DIVISION OF FIRE SAFETY
P.O. Box 844
Jefferson City, MO 65102



Authorization For Release Of Information

I, (Print Full Name)_____ hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certification.

I further authorize all law enforcement agencies, U.S. Military, Federal, State and or local government agencies to furnish the Missouri Division of Fire Safety, with any and all information regarding me in order to determine suitability for certification. I further release said agency or person from all liability for any damages whatsoever that may occur from furnishing such information to the Missouri Division of Fire Safety.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment in this course and certification exam results only to the Chief Officer or his/her designee of my organization.

A photostatic copy of this authorization will be considered as effective and valid as the original.

Date of Birth:_____ Social Security No.:_____

Drivers License Number:_____ State of issue:_____

Signature:_____ Date:_____

Division of Fire Safety Use Only			
	Date	Initial	
Application Form	_____	_____	Passed Written Exam
Release Form	_____	_____	Passed Practical Exam
HS Diploma/GED	_____	_____	NFPA 1001 Standard
Driver's License	_____	_____	Explain _____
Course Records	_____	_____	_____
Haz Mat	_____	_____	Data Entry
Level - FFI <input type="checkbox"/> FFII <input type="checkbox"/> FF/II <input type="checkbox"/>			Letter/Certificate
Date Certified _____			